



**State of Tennessee
Department of State**

Division of Human Resources and Organizational Development

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Tennessee Relay Center

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JOB ANNOUNCEMENT

Regional Library Director, LOCATION: Jackson, TN

Tennessee Department of State

Tennessee State Library and Archives

Supervisor: Director of Regional Libraries, TSLA

Summary: Employees in this classification constitute a team of leaders guiding the development of library services across the state. Each Regional Director focuses on his/her particular area of the state but has a broad view of library needs and practices within the state and nationally. With this broad scope in mind, the Regional Director is responsible for a regional library center and the local public libraries within that region. The Regional Director classification plans, initiates, organizes and develops a library program for the libraries of that region, working in harmony with other Regional Directors and the State Library and Archives.

Each Regional Director is responsible for knowing the libraries in his/her region, developing an intimate understanding of their history, programs and services, goals, strengths and weaknesses. The director is expected to develop strong business relationships with key personnel at each local library, to be accessible and to provide guidance and advice to board members and library managers. The director assists library boards in policy development and planning; works with local government officials and local library support groups to promote advocacy and awareness; and assists local library directors and staff by providing training, assistance and advice in all areas of public library service.

Through observation, participation and collecting data, the director will develop a knowledge of the region as a whole, which he/she will use to determine strategies for improving and strengthening library services both regionally and, in conjunction with peers, statewide. Regional Directors will be expected to travel throughout the region and to attend meetings and training programs at the State Library and Archives in Nashville or in other areas of the state.

Duties/Responsibilities:

- Provides advice and guidance to public library directors in library management, principles and trends, and legal and ethics issues.
- Assists public library directors and staff by providing training, assistance and guidance in areas including planning, budgeting, supervision, technology, collection development, resource sharing, service improvements, data collection and statistical analysis.
- Provides advice and guidance to public library trustees in addition to attending local library board meetings to ascertain and assist with library policy, planning and development.

- Works with local government officials and library support groups providing advocacy and awareness.
- Develops an annual program of workshops and in-service training for local library staff, public library trustees and regional staff.
- Directs and evaluates regional library staff.
- Manages State and Federal dollars, approving/denying all expenditures using mandated guidelines.
- Monitors state's "Maintenance of Effort" requirements for library boards.
- Prepares reports for local libraries, the regional board, and the State Library and Archives.
- Attends mandatory meetings and training sessions which may require overnight travel.
- Works in conjunction with other State Library Planning and Development staff in implementing statewide initiatives.
- Other duties as assigned.

Minimum Qualifications:

Education and Experience:

- ALA-accredited Masters Degree in Library or Information Science.
- Five years experience in professional library work in an increasingly responsible position, preferably in a public library setting, with at least three years in a responsible supervisory or administrative capacity.

Knowledge and Abilities:

- Demonstrates excellent oral and written communication skills.
- Possesses intermediate to advanced skills in computer operations.
- Has thorough knowledge of current public library practices and trends, including modern library building design and equipment and modern library technology.
- Has working knowledge of online library management systems.
- Possesses strong organizational skills, including the ability to establish priorities, follow project timelines and meet project deadlines.
- Has demonstrated skills in public speaking.
- Understands the requirements of adult education and has the ability to plan and present effective library in-service training and continuing education programs.
- Must be willing to work a flexible schedule and travel independently throughout the region and the state.
- Requires normal visual acuity and field of vision, hearing, and speaking.
- Must possess a good driving record and valid driver's license.
- Must exhibit the ability to be a positive influence within the region and while representing the region and state government.
- Ability to move and lift materials up to 35 pounds.
- Ability to stoop, bend and lift to file and retrieve materials.
- Ability to work in an environment with books and materials that contain dust and other allergens.

Starting Salary: \$5,416 per month plus State of Tennessee benefits package.

To apply, please email your letter of interest and resume to Matt Bailey, Assistant Director of HR, sos.hr@tn.gov or mail to the above address by April 7, 2017.